

**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
POSITION VACANCY ANNOUNCEMENT**

**D.C. LOTTERY AND CHARITABLE GAMES CONTROL BOARD  
HUMAN RESOURCES DEPARTMENT**

ANNOUNCEMENT NO: DCLB 2004-03

POSITION: Staff Assistant  
DS-301-09

OPENING DATE: 12/22/2003

CLOSING DATE: Open Until Filled

IF "OPEN UNTIL FILLED," **FIRST**  
SCREENING DATE: **01/06/2004**

SALARY RANGE: \$35,719 - \$46,015 per annum

TOUR OF DUTY: 8:15 a.m. - 4:45 p.m.  
Monday thru Friday

WORKSITE: 2101 M.L.K., Jr. Ave., S.E.  
Washington, D.C. 20020

AREA OF CONSIDERATION: Unlimited

PROMOTION POTENTIAL: None

NO. OF VACANCIES: One

DEPT.: Procurement Department

DURATION OF APPOINTMENT: ☐ EXCEPTED SERVICE ☐ TERM (13 Months to 4 years), Not to Exceed \_\_\_\_\_ ☐ Temporary (up to 1 year), Not to Exceed \_\_\_\_ months ☒ OCFO Position\*

This position IS NOT in a collective bargaining unit. \*Employee serves at the pleasure of the CFO of the District of Columbia. This appointment is neither a Career, Executive, or Excepted Service Appointment, pursuant to the Comprehensive Merit Personnel Act (CMPA). Employee has no retreat rights to the Career Service.

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**CRIMINAL BACKGROUND INVESTIGATION WILL BE CONDUCTED**

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**"RESIDENCY PREFERENCE AMENDMENT ACT OF 1988:** An applicant for a position in the Career Service or for an attorney position (DS 905) in the Excepted Service who is a bona fide resident of the District of Columbia AT THE TIME OF APPLICATION, may claim a hiring preference over a non-resident application by completing the 'Residency Preference for Employment' form DC 2000RP, and submitting it with the employment application, DC 2000. To be granted preference, an applicant must: (1) be qualified for the position; and (2) submit a claim form at the time of application. Except for employees entitled by law to preference, preference will not be granted unless the claim is made at the time of application."

**BRIEF DESCRIPTION OF DUTIES:** The incumbent is responsible for answering the telephones and assuring that calls are directed to appropriate staff. Maintains and updates the Procurement Department's databases. Maintains the Director of Procurement's calendar. Receives, logs in, replies to and proofreads all correspondence for the Director's signature. Prepares reports for the Procurement Department. Maintains contract and chronological files and ensures that records are properly indexed. Assists the Contract Specialists with acquiring goods and services valued below \$100,000 from the requisition stage through release of the purchase order. Assists the Department personnel in processing requests for quotes (RFQs) and vendor compliance documents. Responsible for coordinating meetings and presentations with Lottery departments and staff, District and Federal agencies, and contractors. Responsible for the distribution of copies of funding documents to the originating department or division, mailing original to supplier and filing the office copy. Responsible for maintaining and updating the Department's bidder list. Serves as the timekeeper for the Procurement Department. Tracks projects, funding documents, legal correspondence, and assists in the completion of procurement projects.

**QUALIFICATIONS REQUIREMENTS:** Two to three years of specialized experience which is in or directly related to the line of work of the position to be filled and which equips the applicant with the particular knowledge, skills and abilities to successfully perform the duties of the position. Experience must be at least equivalent to the next lower grade level.

**SELECTIVE PLACEMENT FACTOR(S):** Bachelors degree preferred in Business Administration or a related field.

D.C. Lottery and Charitable Games Control Board Human Resources Department

AN EQUAL OPPORTUNITY EMPLOYER

## SUBMISSION OF RANKING FACTORS

The following ranking factors will be used in the evaluation process. All applicants **MUST** respond to the ranking factors **ON A SEPARATE SHEET OF PAPER**. Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc., that indicate the degree to which you possess the job-related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS MAY ELIMINATE YOU FROM CONSIDERATION.**

1. Knowledge of the District and Federal contracting principles, processing, and procedures of acquisitions and small purchases and simplified acquisition procurement.
2. Demonstrated ability to properly format, punctuate, spell and apply sound grammar principles.
3. Ability to work independently and proactively to compose a variety of correspondence based on instructions.
4. Ability to resolve administrative conflicts, communicate with persons of diverse backgrounds and professions and effectively manage assigned tasks.
5. Knowledge of word processing and database management software utilized in maintaining computerized office files. Skill in organizing and maintaining files to ensure that records are properly indexed and filed.
6. Demonstrated ability in the use of a personal computer for word processing, data entry and retrieval of documents with Microsoft Office formats.
7. Ability to establish, maintain and update databases in Excel and Access, as well as develop powerpoint presentations.
8. Ability to manage numerous projects simultaneously and to meet challenging deadlines.

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APPLICATIONS SUBMITTED FOR CONSIDERATION WILL NOT BE RETURNED TO APPLICANTS, EXCEPT THAT APPLICATIONS RECEIVED OUTSIDE THE AREA OF CONSIDERATION OR AFTER THE CLOSING DATE WILL BE RETURNED WITHOUT ACTION.

**HOW TO APPLY:**

ALL APPLICANTS, INCLUDING DEPARTMENTAL EMPLOYEES AND OTHER D.C. GOVERNMENT EMPLOYEES, MUST SUBMIT THE DISTRICT OF COLUMBIA GOVERNMENT EMPLOYMENT APPLICATION, DC 2000, ALONG WITH RESUME.

**WHERE TO APPLY:**

D.C. LOTTERY AND CHARITABLE GAMES CONTROL BOARD  
2101 MARTIN LUTHER KING JR. AVENUE, S.E.  
HUMAN RESOURCES DEPARTMENT, 5TH FLOOR  
WASHINGTON, D.C. 20020

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AN EQUAL OPPORTUNITY EMPLOYER – IN ACCORDANCE WITH THE D.C. HUMAN RIGHTS ACT OF 1977, AS AMENDED, D.C. CODE SECTION 1-2501 ET SEQ., (“THE ACT”) THE DISTRICT OF COLUMBIA DOES NOT DISCRIMINATE ON THE BASIS OF ACTUAL OR PERCEIVED: RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, MARITAL STATUS, PERSONAL APPEARANCE, SEXUAL ORIENTATION, FAMILIAL STATUS, FAMILY RESPONSIBILITIES, MATRICULATION, POLITICAL AFFILIATION, DISABILITY, SOURCE OF INCOME OR PLACE OF RESIDENCE OR BUSINESS. DISCRIMINATION IN VIOLATION OF THE ACT WILL NOT BE TOLERATED. VIOLATORS WILL BE SUBJECT TO DISCIPLINARY ACTION.

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REEMPLOYED ANNUITANTS: D.C. Law 10-172, effective September 2, 1994 (D.C. Code 1-612.3, 1996 supplemental), “The Comprehensive Merit Personnel Act Reemployed Annuitant Act of 1994”, provides that “ Any employee who is an annuitant under the Civil Service Retirement System who was first hired by the District of Columbia government after September 30, 1987, shall not be subject to annuity offset for any period of employment effective with the pay period which began on October 2, 1994”.

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**OFFICIAL JOB OFFERS ARE MADE ONLY BY THE HUMAN RESOURCES DEPARTMENT**